

ILLINOIS DEPARTMENT OF CENTRAL MANAGEMENT SERVICES
CLASS SPECIFICATION

INDUSTRIAL SERVICES CONSULTANT II

POSITION CODE: 21122
Effective: 12-1-02

DISTINGUISHING FEATURES OF WORK:

Under general direction, performs complex and technical industrial, specialized business and/or construction safety consultant inspection work; performs inspections of work places for compliance with the Occupational Safety and Health Act (OSHA) standards; provides consultative services to employers in the area of employee's safety and health programs; prepares consultation inspection reports; provides consultant trainees and Consultant I's with on-the-job training; provides training for employers and employees as required and determined by the consultation process; Service Consultants perform survey work to identify and evaluate hazardous and non-hazardous industrial work operations and conditions and recommend corrective procedures where the potential for injury to persons or damage to property exists.

ILLUSTRATIVE EXAMPLES OF WORK:

1. Provides employers with information and interpretation concerning OSHA standards; communicates with the employer to inform him of his rights, obligations and procedures of the consultation process; reviews employer's safety and health records and programs; makes appropriate suggestions and recommendations for improvement.
2. Conducts walk-through inspections of work sites; observes complex and technical work operations, noting obvious and subtle hazardous conditions and unsafe work practices; provides suggestions and recommendations to eliminate problems; uses a variety of measuring and/or sampling instruments such as: ground loop impedance tester, circuit tester, tic tracer, light meter, tape measure, airflow meter, sound level meter, stop time measuring devise, multi-gas detectors, smoke tubes, ground fault circuit testers, lifting calculator etc. to determine and evaluate work place hazards.
3. Prepares case file notes and consultation inspection reports to communicate findings and recommendations to employers and for review by supervisor or program manager.
4. Provides on-the-job training of Industrial Services Consultant Trainees and Industrial Services Consultant I's.
5. Develops and provides on-site training for employers and employees as identified during the consultation process.

INDUSTRIAL SERVICES CONSULTANT II (Continued)

6. Attends and participates in staff meetings, conferences, workshops, and institutes and other activities.
7. Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.

DESIRABLE REQUIREMENTS:

Education and Experience

Requires knowledge, skill and mental development equivalent to completion of four years college with coursework in engineering, physical sciences (physics, chemistry, biology, etc.), or safety/health management.

Requires one year of experience in industrial or construction firms engaged in industrial, mechanical or construction processes such as: insurance loss control representative, fire safety inspector, safety engineer or any equivalent combination of training and experience.

Knowledges, Skills and Abilities

Requires extensive knowledge and understanding of federal OSHA laws, standards and regulations and applicable state statutes, rules and regulations.

Requires extensive knowledge of effective method of consultation inspections.

Requires extensive knowledge of the fundamental principles of sound safety and health practices and methods.

Requires extensive knowledge of the standard types of machinery and equipment employed in industrial or construction firms.

Requires ability to interpret the provisions of the state and federal occupational safety health laws.

Requires ability to effectively advise and assist employers with safety and health compliance.

Requires ability to ascertain facts by observation of the work place and conference with employer's representatives and employees.

Requires ability to analyze safety and health related data, study work practices and processes.

Requires ability to determine the degree of worker involvement and risk, and to determine the severity of the hazard.

Requires ability to communicate effectively orally and in writing.

Requires ability to advise employers of hazardous situations, how to correct or eliminate them and to prepare field consultation inspection reports.

Requires ability to develop and provide training to employers and employees.

Requires ability to establish and maintain satisfactory working relationships with industrial management, government officials, union representatives, and factory personnel.

In addition to English verbal and written skills, candidates may be required to translate, speak and write a foreign language at a colloquial skill level. Some positions may require manual communication skills.